



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PATIENTS' ALLOCATED MONTHLY SPENDING ALLOWANCE

Effective Date: August 4, 2003

Policy #: TX-19

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- I. PURPOSE:** To provide guidelines for patients regarding utilization of their financial resources.
- II. POLICY:** Patients at Montana State Hospital (MSH) have a right to keep and spend a reasonable sum of their own money while hospitalized. MSH will promote savings and financial management of personal funds to help patients develop spending habits similar to what they will experience in the community and savings that can be used upon discharge. Spending limits will be individualized and are based on income and discharge plan requirements.
- III. DEFINITIONS:**
 - A. Discretionary:
 - 1. Left to or regulated by one's own discretion or judgement.
 - 2. Something that is to be used responsibly as needed.
- IV. RESPONSIBILITIES:**
 - A. Social Workers -- To determine what income a person has and how much discretionary income they have in the community.
 - B. Treatment Team -- As part of normal discharge planning will discuss with patient responsible spending and saving practices.
 - C. Patients -- Will plan with the treatment team for discharge and provide input into financial planning.
 - D. Patient Accounts -- Will send a statement monthly to the patients' social worker detailing the monies in the patient's account.
- V. PROCEDURE:**
 - A. **Social Worker:** If available from the patient or from Community Mental Health, upon admission the Social Worker will establish the patient's income and outstanding

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B. **Treatment Team:** Patients will be allowed up to \$30.00 per week for personal spending if available. This amount can be spent by the patient for any personal items they wish, (including cigarettes). If a patient has a special need and the resources are available, the treatment team may sign for the patient to get additional funds. The priority for the team needs to be the long-range goal of discharge planning. For patients who reside at MSH for an extended period the minimum recommended savings goal is \$1000.00.

- _____/_____/_____
Ed Amberg Date
Hospital Administrator

_____/_____/_____
Thomas Gray, MD Date
Medical Director